MOBILE PHONES – STUDENT USE

Rationale:

To explain to our school community the Department's and Kambrya's policy requirements and expectations relating to students using mobile phones.

Scope:

This policy applies to:

1. All students at Kambrya College and,

2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

Definition:

- A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

- **Secure storage** is storage that cannot be readily accessed by those without permission to do so.

Implementation:

Kambrya College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school; however, the following will apply if this choice is undertaken:

- Students who choose to bring mobile phones to school must have them switched off and securely stored within their locker, during all school hours.

- All students will be allocated a **locker** and a **school issued padlock** to securely store their mobile phone.

- All lockers must be securely locked, at all times. This is the student's responsibility.

- Students must never share their padlock combination code or store their mobile phone in another student's locker.

- Students must only use the padlock provided by the College. If damaged or broken through inappropriate action, another padlock will need to be purchased through College Administration, at the parent's expense.

- Exceptions to this policy may apply if certain conditions are met (see below for further information)

- When emergencies occur, parents or carers must reach their child by calling the school office.

Personal mobile phone use

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones **must not be used during school hours**; including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Kambrya College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. **Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so**.

Please note:

- The Department of Education (DET) and the College does not accept any responsibility or hold insurance to cover student loss, theft or accidental property damage to student possessions.

- Students and their parents / carers are encouraged to obtain appropriate personal insurance for valuable items. It is the responsibility of students and their parents / carers to consider their preferred options in this regard. DET and Kambrya College cannot provide advice to this area.

Enforcement

Students who use their personal mobile phones inappropriately at Kambrya College may be issued with consequences consistent with our school's existing *Student Engagement and Discipline Procedures Policy.*

At Kambrya College, inappropriate use of a mobile phone is defined as; **any use** during school hours (unless an exception has been granted), and particularly if the mobile phone is:

- Used in any way that disrupts the learning of others.
- Used to send inappropriate, harassing or threatening messages or phone calls to engage in inappropriate social media use including cyber bullying.
- Used to capture video or images of people, including students, teachers and members of the school community without their permission.
- Used to capture video or images in the school toilets, changing rooms, swimming pools and gyms.
- Used during exams and assessments.

Kambrya College's enforcement of this policy will comply with the Department's *Ban, Search and Seize Harmful Items* Policy, relating to 'other items', which states that staff *… "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."*

The security of confiscated items rests with the staff member responsible and in the case of a confiscated mobile phone, arrangements will be made for its return at the end of the day.

Exceptions

Exceptions to the policy -

- May be applied during school hours if certain conditions are met and approved by the Principal, specifically;
    - Learning related exceptions;
    - Health and wellbeing-related exceptions; **and**
    - Exceptions related to managing risk when students are offsite.

    Can be granted by the Principal in accordance with the Department's Mobile Phones Policy

Exception Categories

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted and timeframe.

The three exception categories allowed under the Department's Mobile Phones Policy are:

1. Learning-related exceptions

Specific exception	Documentation
Students requiring reasonable adjustment to a learning program (disability or learning difficulty)	An Individual Education Plan (IEP) will be created, specific to the student's needs and timeframe.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	A personalised *Student Health Support Plan* will be created.
Students who are Young Carers (For example; providing care to a parent with health issue).	A localised student record will be created, determined on the need for a young carer to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day.

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	
Students on excursions and camps	The College will determine mobile phone possession / use in line with their Risk Assessment Planning documentation, on a case by case basis.
When students are offsite (not on school grounds) and unsupervised with parental permission	
Students with a dual enrolment or who need to undertake inter-campus travel	

Camps, excursions and extra-curricular activities

Kambrya College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events; including personal mobile phones.

Exclusions

This policy does not apply to-

- Out-of-school hours events.
- Travelling to and from school.
- iPads and laptops.

Linked DET and College Policies (including processes related to this policy)

This policy should be read in conjunction with Kambrya's existing:

- *Student Wellbeing Policy and Student Welfare Policy*
- *Student Engagement and Discipline Procedures Policy*
- *Anti-bullying / Cyber-Bullying Policy*
- *Duty of Care*
- *Equal Opportunity and Harassment Policy*

Department's *Mobile Phones* policy
https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx

Department's *Personal Goods* policy
https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx

Department's *Ban, Search and Seize Harmful Items* policy
https://www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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Approved by Kambrya College School Council	11th December 2019
Responsible for Review	Paul Looker- Assistant Principal
Next Review Date	11th December 2022